

proposals of the military departments and other DOD components for a fiscal year conform with priorities established in requirements of the unified combatant commands. He is responsible for submitting to the Secretary alternative program recommendations and budget proposals with guidance provided by the Secretary, in order to achieve greater conformance with priorities established by the unified combatant commands. The Chairman also advises the Secretary on the extent to which major programs and policies of the Armed Forces in the area of manpower conform with strategic plans and assesses military requirements for defense acquisition programs.

Additionally, the Chairman:

- formulates doctrine and training policies and coordinates military education and training;
- represents the United States on the Military Staff Committee of the United Nations;
- performs such other duties as may be prescribed by law or by the President and the Secretary of Defense;
- convenes and presides over regular meetings of the Joint Chiefs of Staff;
- assists the Joint Chiefs in carrying on their business as promptly as practicable; and
- schedules issues for consideration by the Joint Chiefs.

The Chairman, while so serving, holds the grade of general or admiral and outranks all other officers of the Armed Forces.

The Vice Chairman of the Joint Chiefs performs duties assigned by the Chairman, with the approval of the Secretary of Defense. The Vice Chairman acts as Chairman when there is a vacancy in the office of the Chairman, or in the absence or disability of the Chairman. The Vice Chairman, while so serving, holds the grade of general or admiral and outranks all other officers of the Armed Forces except the Chairman of the Joint Chiefs of Staff.

### Joint Staff

The Joint Staff under the Chairman of the Joint Chiefs of Staff assists the Chairman and, subject to the authority of the Chairman, the other members of the Joint Chiefs of Staff, in carrying out their responsibilities.

The Joint Staff is headed by a Director who is selected by the Chairman in consultation with the other members of the Joint Chiefs of Staff, and with the approval of the Secretary of Defense. Officers assigned to serve on the Joint Staff are selected by the Chairman in approximate equal numbers from the Army, Navy, Marine Corps, and Air Force. The Joint Staff is composed of all members of the Armed Forces and civilian employees assigned or detailed to permanent duty to perform the functions assigned to the Chairman of the Joint Chiefs of Staff.

## Sources of Information

Contracts and Small Business Activities  
Contact the Director, Small and Disadvantaged Business Utilization, Office of the Secretary of Defense, Room 2A340, The Pentagon, Washington, DC 20301-3061. Phone, 703-697-9383.  
DOD Directives and Instructions  
Correspondence and Directives Directorate, Washington Headquarters Services, Room 2A286, The Pentagon, Washington, DC 20301-1155. Phone, 703-697-4111.

Employment Almost all positions are in the competitive service and are filled from civil service registers. College recruiting requirements are limited primarily to management intern positions at the B.S. and M.S. levels. For additional information, inquiries should be addressed to the Chief, Staffing Division, Directorate for Personnel and Security, Washington Headquarters Services, Room 2E148, The Pentagon, Washington, DC 20301-1155. Phone, 703-614-4066.

**Films** The Department of Defense has certain motion pictures and videotapes available for public, nonprofit exhibition. These are productions required to support training and internal information objectives. There is a catalog of productions available to the public for sale from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. Each Service has its own catalog for internal use. Interested persons should contact the nearest installation of each Service to obtain the appropriate address of the film/videotape distribution center serving that area. Additionally, the Public Affairs Office of each Service at its headquarters in Washington, DC, should be contacted. There is no charge for listings of films. No admission or any other fees may be charged for viewing of films and each film must be shown in its entirety, including all titles at beginning and end; no portion of the film may be reproduced, edited, or cut in any manner; and qualified operators must be provided by the borrower. Interested purchasers of Department of Defense films may also contact the Sales Branch, National Audio-Visual Center, 8750 Edgeworth Drive, Capitol Heights, MD 20743-3701. Phone, 301-763-1896.

**Pentagon Tours** Guided tours of the Pentagon are available Monday through

Friday, excluding Federal holidays. The 1-hour tours start at the Concourse. For further information or reservations, call 703-695-1776; or write: Pentagon Tour Director, Room 3C1054, Washington, DC 20301-1400.

**Speakers** Scheduling of speaking engagements for civilian and military representatives of the Department of Defense is a responsibility of the Director for Programs, Office of the Assistant Secretary of Defense for Public Affairs. Speakers on a variety of defense subjects are available in response to invitations at no cost to the local sponsor. However, any speaker can accept transportation, meals, and lodging, if offered by the sponsor of the public event in which he is to participate.

Written requests for speakers should be forwarded to the Director for Community Relations, Office of the Assistant Secretary of Defense for Public Affairs, The Pentagon, Washington, DC 20301-1400 (phone, 703-695-2113); or to the Public Affairs Officer of the nearest military installation.

**Telephone Directory** The Department of Defense telephone directory is available for sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402. Phone, 202-512-1800.

For further information concerning the Department of Defense, contact the Director, Directorate for Public Communication, Office of the Assistant Secretary of Defense for Public Affairs, The Pentagon, Washington, DC 20301-1400. Phone, 703-697-5737.

## DOD FIELD ACTIVITIES

**American Forces Information Service** The American Forces Information Service, established in 1977 under the supervision of the Assistant Secretary of Defense for Public Affairs, is responsible for the Department's internal information program, visual information policy, and visual information and public affairs training. The Armed Forces Radio and Television Service, the Print Media Directorate (which includes among its many products the *Current News Early*

*Bird*), the Armed Forces Radio and Television Service Broadcast Center, the Television-Audio Support Activity, the Defense Information Schools, and the Defense Visual Information Center function under the Director of American Forces Information Service. In addition, the Service provides policy guidance and oversight for departmental periodicals and pamphlets, *Stars and Stripes* newspapers, military command newspapers, the broadcast elements of